

## Kent County Council

### Job Description: *Accountant Level 1 (Training)*

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<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Finance Division / Chief Accountants Team</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Chief Accountant</b>

#### **Purpose of the Job:**

Provide professional expertise in the design and delivery of specialist finance training programmes for a range of staff, including budget managers, support staff and professional colleagues. Provide support to the service directorates and to Finance colleagues to deal with complex requests.

#### **Main duties and responsibilities:**

- Deliver a range of financial training to budget managers to provide them with the skills required to undertake effective budget management and adhere to financial regulations.
- Deliver training to colleagues to support continuous professional development (CPD) and ensure skill levels are appropriate for the needs of the organisation.
- Lead on the design and development of finance training programmes, commissioning internal and external expertise where appropriate, monitoring, reviewing and updating existing and new practice standards, defining clear aims and objectives and selecting the most appropriate learning methods for meeting these aims.
- Using specialist knowledge and research, prepare and develop training materials to provide training events which address knowledge levels and audience.
- Monitor, review and act on evaluated training sessions and their outcomes in order to contribute to revised and additional requirements, ensuring continuous improvement.
- Maintain policies and procedures documents for the Chief Accountant's Team ensuring they remain up to date with the latest financial regulations and audit recommendations. Ensure that guidance on the intranet site is current.
- Support the Chief Accountant's Team with ad hoc requirements especially in relation to the financial year end and external audit.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Accountant Level 1 (Training)*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Educated to NVQ Level 4 or equivalent (e.g. AAT), and/or proven ability to deliver the requirements of the post</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working within local government finance</li> <li>Experience of using mainframe financial systems and other related software e.g. Oracle</li> <li>Experience of supervising and/or training others</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Good interpersonal skills</li> <li>Good organisational skills</li> <li>Good technical accounting skills</li> <li>The development of others through training and/or supervision</li> <li>The ability to assimilate complex material and communicate effectively</li> <li>Ability to communicate effectively, both orally and in writing at all levels, including good presentation skills</li> <li>Ability to deliver business objectives whilst successfully managing pressures arising from competing demands, deadlines and priorities, and with minimal supervision</li> <li>Research, analytical and interpretive skills</li> <li>IT skills in Microsoft Office, Oracle and web-based programmes</li> <li>Commitment to equalities and the promotion of diversity in all aspects of working</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>A high level of understanding of financial systems and control processes</li> <li>A high level of understanding of revenue and/or capital finance processes</li> <li>A good understanding of local government finance</li> <li>Extensive knowledge in the use of spreadsheets and other PC-based software packages</li> <li>A good understanding of the year end closure of accounts process</li> <li>The postholder should have awareness of Data Protection and confidentiality issues</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> </ul>

- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making